

# OFFICE OF THE SHERIFF COUNTY OF MONROE



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## 2009 ANNUAL REPORT

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**PATRICK M. O'FLYNN**  
**SHERIFF**



*“Respect, Integrity, Teamwork and Excellence (RITE) are values which I expect each and every employee of the Sheriff’s Office to practice with their fellow workers and with you, the community we serve.”*

Sheriff Patrick M. O’Flynn



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*The Monroe County Sheriff’s Office is dedicated to making our community a safe place to live, work, and raise a family. The hard work of our employees and others in local law enforcement has paid off.*

*This annual report will give you some insight into the services and operation of the Monroe County Sheriff’s Office and a review of the process and the progress we have made during the past year.*

*You may access this report and other related information on our web site: [www.monroecountysheriff.info](http://www.monroecountysheriff.info)*

## EXECUTIVE COMMAND STAFF



William E. Sanborn  
UNDERSHERIFF



Steven Scott  
Chief Deputy  
Police Bureau



Michael J. Radler  
Commander  
Staff Services



Ronald W. Harling Jr.  
Superintendent  
Jail Bureau



Michael Wood  
Chief  
Court Security Bureau



Gary Carpino  
Chief  
Civil Bureau

### *Mission*

*The Monroe County Sheriff's Office is committed to securing a safe community and maintaining the trust and respect of those we serve by providing exemplary law enforcement and correctional services.*



### *Vision*

*The Monroe County Sheriff's Office achieves excellence in service and operations by anticipating and responding to the ever-changing needs of our community.*



Stephen Koster  
Major-Police Bureau



John Caceci  
Major-Jail Bureau



Edward Krenzer Jr.  
Major-Jail Bureau

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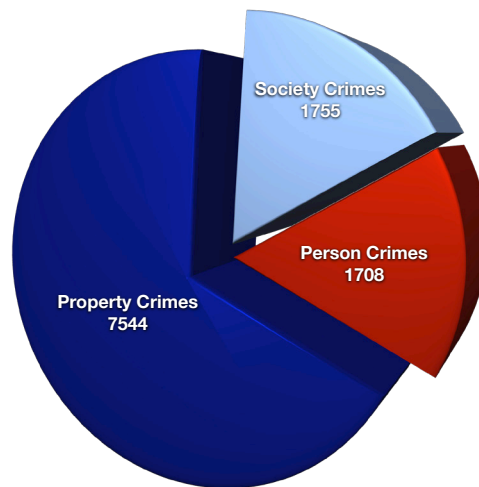
**AWARDS COMMITTEE OVERSIGHT AND AWARDS CEREMONY**

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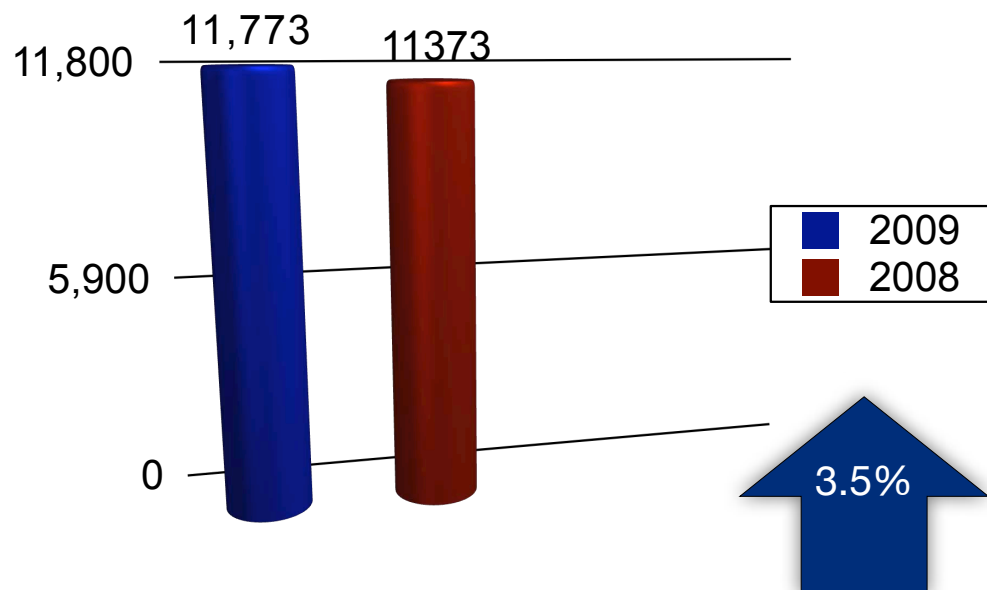
**PROMOTIONAL PROCESS MANAGEMENT**

# CRIME STATS

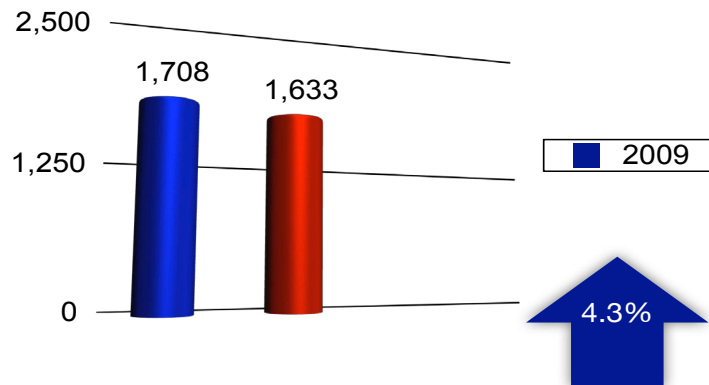
## REPORTED OFFENSES



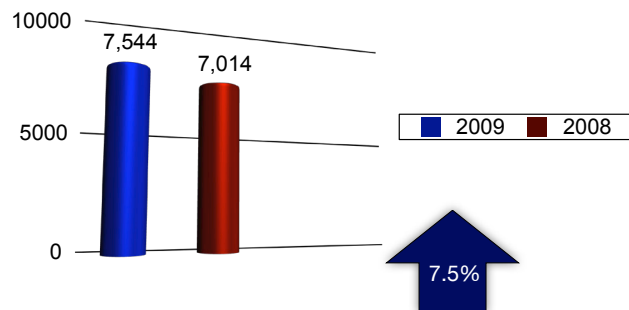
## OVERALL CRIME RATE



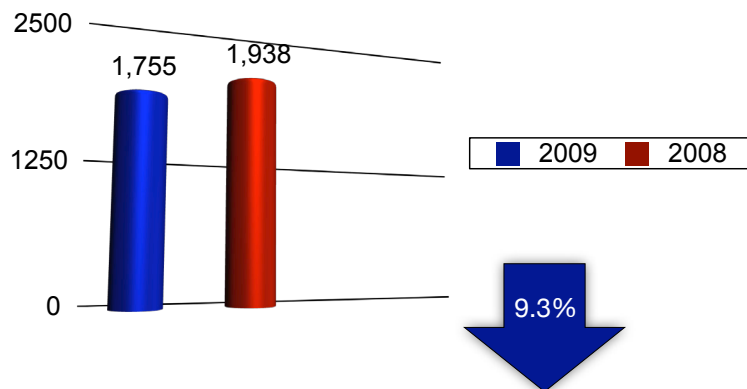
### PERSON CRIMES



### PROPERTY CRIMES



### SOCIETY CRIMES



# POLICE BUREAU

The primary law enforcement responsibilities of the Police Bureau are the road patrol and criminal investigations. The bureau also provides support functions and specialized police activities in other areas including the county parks, Greater Rochester International Airport, area waterways, and many others which are described in this report.

The Monroe County Sheriff's Office Police Bureau proudly serves all of the residents, commuters, and visitors of Monroe County. We are committed to securing a safe community and maintaining the trust and respect of those we serve by providing exemplary law enforcement services. We will continue to achieve excellence in service and operations by anticipating and responding to the ever-changing needs of our community, all while maintaining focus on our core values of "Respect, Integrity, Teamwork, and Excellence". These core values are what we believe and what we stand for!

The Monroe County Sheriff's Office Police Bureau has an authorized strength of 258 full-time sworn members and 70 part-time sworn members providing law enforcement services throughout the County of Monroe.

## POPULATION SERVED

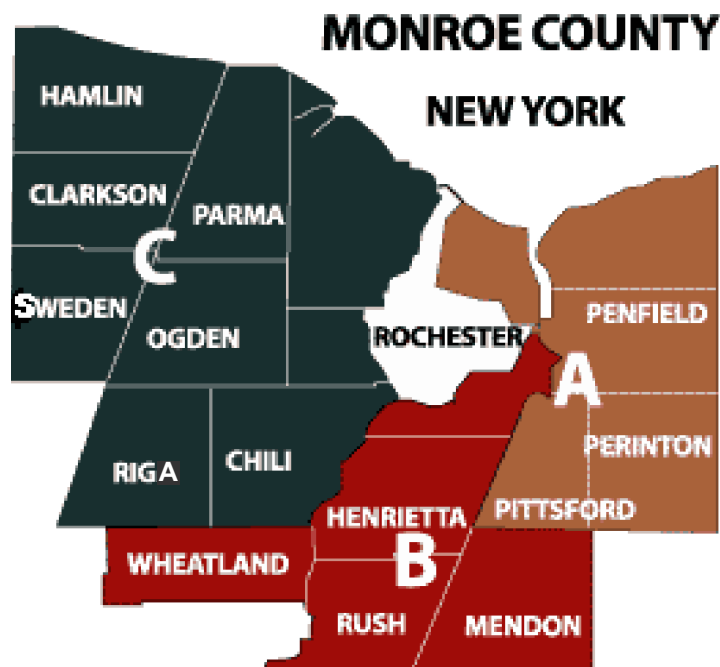
The Monroe County Sheriff's Office serves all of the 733,703 residents who reside within Monroe County. The Monroe County Sheriff's Office Police Bureau is the primary responding police agency for the Towns and Villages of Chili, Clarkson, Hamlin, Henrietta, Mendon, Honeoye Falls, Parma, Hilton, Penfield, Perinton, Pittsford, Riga, Churchville, Rush, Sweden, Wheatland, and Scottsville.

## HEADQUARTERS

The Monroe County Sheriff's Office headquarters is located at 130 South Plymouth Avenue in the City of Rochester.

In 2009, construction continued at the Monroe County Sheriff's Office Headquarters/Public Safety Building, with an anticipated move in date of the Sheriff's Administration on the 6th floor in early 2010. Centrally located, this building is conveniently next to the Hall of Justice, Monroe County Jail, and the Rochester Police Department. Transition into the new location began in spring 2008 and will continue into 2012.

The Sheriff's Administration directs and oversees operations from its downtown headquarters. The uniformed road patrol activities, which are separated into three zones, are operated out of substations in Chili, Henrietta, and Pittsford.







## ZONE SUBSTATIONS

The Sheriff's Office divides the county into three zones corresponding to a specific geographical area (pictured on map on opposite page).

The three zone substations are pictured here. While most people think of the police function only in terms of the uniformed officer who responds in an emergency, there are many other functions and services provided by the Sheriff's Office, some of which are based directly at the substation.

Following are a few of the services and personnel available:

### THE ZONE COMMANDER

The Zone Commander oversees and is responsible for all patrol and support functions at the zone. The designated rank of the zone commander is "Captain".

### ZONE SECRETARY

The zone secretary provides administrative and secretarial support for all zone functions.

### VICTIM ASSISTANCE COUNSELOR

The zone victim assistance counselor is assigned to advocate, assist and provide support and information to victims of certain crimes.

### ZONE CASE ANALYST - INVESTIGATOR SERGEANT

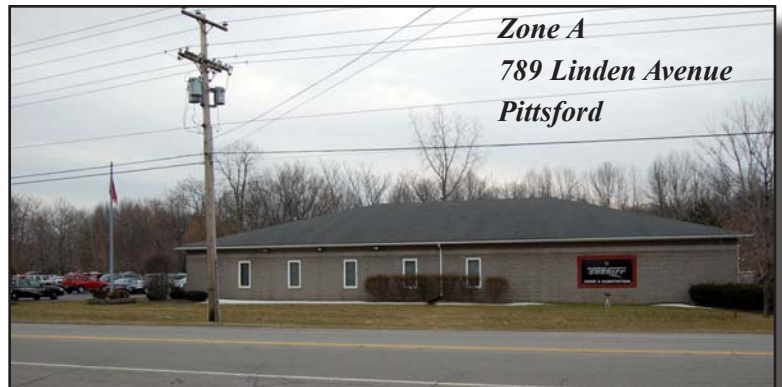
The zone case analyst uses crime statistics to track crime trends and suspects. The Sergeant uses that information to address crimes within that zone.

### CRIMINAL INVESTIGATION SERVICES (CIS)

Criminal Investigation Services assigns investigators to each zone to provide follow-up for felony crime activities.

### CRIME PREVENTION DEPUTY

Each zone has a Safety Education & Crime Prevention Deputy. The crime prevention deputy provides safety and crime prevention programs to schools and businesses. They help coordinate Neighborhood Watch and community policing efforts as well as support and information to the patrol deputies. They can be a source of general information regarding crime prevention and related activities and also present safety related topics to schools and community groups.



**Zone A**  
**789 Linden Avenue**  
**Pittsford**



**Zone B**  
**245 Summit Point Dr.**  
**Henrietta**



**Zone C**  
**4201 Buffalo Road**  
**Chili**

# POLICE BUREAU ORGANIZATIONAL CHART



The organizational chart is a vertical hierarchy on the left side of the page, with a blue line connecting the five main units. Each unit is represented by a red box with white text. The units are: POLICE BUREAU, ZONE SUBSTATIONS, SPECIAL OPERATIONS, INTERNAL AFFAIRS, AIRPORT SECURITY UNIT, and CRIMINAL INVESTIGATION SECTION. Each unit is accompanied by a collage of images related to that unit's functions.

**POLICE BUREAU**

**ZONE SUBSTATIONS**

**SPECIAL OPERATIONS**

**INTERNAL AFFAIRS**

**AIRPORT SECURITY UNIT**

**CRIMINAL INVESTIGATION SECTION**



### COMMUNITY SERVICES UNIT

### TRAFFIC ENFORCEMENT

- Traffic Enforcement/Tactical Unit
- Commercial Vehicle Enforcement Unit
- DWI Enforcement Unit

### SPECIAL SERVICES GROUP

- Marine Unit
- Parks Unit
- Snowmobile Unit
- Mounted Unit
- Bicycle Unit
- ATV/Ranger Unit
- Motorcycle Unit
- Boater & Snowmobile Safety Education

### SPECIALIZED UNITS

Special Weapons And Tactics (S.W.A.T)  
 Self Contained Underwater Breathing Apparatus (S.C.U.B.A.)  
 Hostage Recovery Team (H.R.T)  
 BOMB Squad &  
 Weapons of Mass Destruction Mitigation  
 Canine Unit (K9)

- Major Crimes Unit
- Sex Offender Tracking
- Accident Reconstruction Unit
- SAFIS - Finger Print Analysis
- Internet Crimes against Children
- Warrant Unit
- Computer Crimes Unit
- Juvenile Delinquency
- Pistol Permit
- IMPACT - Child Crime Investigations

- Economic Crimes Unit
- JTTF (Joint Terrorism Task Force)
- Technical Services Unit
- GRANET - Narcotics Investigations
- Financial Crimes Unit
- Zone Substation Investigations
- Victim Assistance
- Fire Investigations Unit
- Polygraph Unit

## POLICE BUREAU YEAR IN REVIEW

The Monroe County Sheriff's Office has an excellent reputation for solving crimes, which is evidenced by a clearance rate that continues to be above the national average year after year. This outstanding reputation has enabled the Sheriff's Office to secure federal funding in several areas. Additionally the Sheriff's Office was requested in 2009 to participate in several federally funded task forces.

### CIS 2009 HIGHLIGHTS

#### SEX OFFENDER MANAGEMENT

In 2009 the Sheriff's Office was nominated by the United States Attorney's Office to participate in a COPS (Community Oriented Policing Services) grant to manage sex offenders. The Sheriff's Office received \$450,000 to monitor, manage and investigate sex offenders with the assistance of Monroe County Probation. At the conclusion of 2009 all Monroe County's sex offenders had their addresses verified and photos taken. The deputy assigned to manage the offenders made several proactive arrests for violations of sex offender laws and maintained a 100% conviction rate.

#### ON- LINE INVESTIGATIONS UNIT

The On-Line Investigations Unit was designed to proactively investigate and enforce Child Exploitation Crimes through the use of the internet. The Sheriff's Office initiated this unit in January of 2006 and was initially charged with conducting both Enticement Investigations and Child Pornography Distribution and Possession investigations. Due to the ever-increasing use of the internet as a tool of illegality in recent years, this has quickly evolved to that of an investigative and support service for local criminal investigations of nearly every kind. In July, 2009, the Sheriff's Office entered into a cooperative effort with the Rochester FBI Office to form the Rochester Cyber Crime Task Force. This initiative was undertaken to consolidate local resources and efforts toward investigating computer and internet related crimes. The benefits to Monroe County come in the form of increased funding, improved training, and access to vital equipment that will be utilized to further bolster the Monroe County Sheriff's Office's ability to combat these crimes. Additionally, this serves as a mechanism to enhance cooperative efforts amongst local, State, and Federal Law Enforcement organizations. Such cooperation is essential when investigating computer-related crimes, as they frequently traverse jurisdictional and geographic lines.

#### MONROE COUNTY SHERIFF'S OFFICE AND UNITED STATES MARSHALL FUGITIVE TASK FORCE

In July of 2009 a Fugitive Task Force was created with members of the Sheriff's Office Warrant Unit and the U.S. Marshalls Service. This collaborative Task Force was created to apprehend violent fugitives. The formation of this task force enabled the Sheriff's Office to secure \$40,000 from the Marshalls Service to purchase needed equipment to apprehend violent offenders. Additionally the Sheriff's Office secured \$30,000 in funds from the Marshalls Service to remove these violent offenders from Monroe County neighborhoods.

### 2009 SPECIAL OPERATIONS HIGHLIGHTS

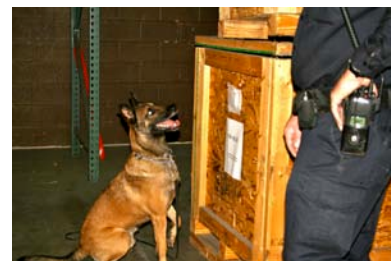
The Monroe county Sheriff's Office Special Operations Section is responsible for a variety of functions which are listed on the previous page. These various units within Special Operations were requested several times throughout 2009 to assist other agencies with incidents or events. Upon request and when feasible, these units also provide presentations or demonstrations to a variety of community groups and organizations.

#### TSA K9 PROGRAM

In addition to the seven highly trained Sheriff's Office K9 Teams, the Sheriff's Office was selected in 2009 to participate in the Transportation Security Administration K9 program. The TSA agreed to provide canines, training, support and equipment to fund three nitrate canine teams. The Sheriff agreed to provide three deputies to be partnered with the canines as their handlers. The nitrate canine teams are used in local transportation hubs (Aircraft, Rail and Bus) as well as a means to screen baggage, freight and cargo. The handlers attended and successfully completed 3 months of training at Lackland Air force Base in San Antonio Texas. The three teams are certified by the TSA as National Explosive Detection Canines and by the New York State Municipal Police in Nitrate Detection.

#### SCUBA TEAM

The mission of the Monroe County Sheriff's Office S.C.U.B.A. Team is to respond and mitigate incidents involving potential drowning, missing persons, evidence recovery and to provide assistance at special details. Additionally, the Scuba Team supports the Hazard Device Squad which has a cross trained Hazard Device Technician who works as an underwater EOD diver. The Sheriff's Office SCUBA Squad responds to calls within every town and village in Monroe County. In addition the Team responds to all surrounding counties and counties





beyond that do not have a SCUBA Team. In 2009 the Sheriff's Office was able to secure money from Homeland Security Grants to purchase a Marine Sonic underwater towable side scan sonar. This equipment aids in searching for various items underwater. The sonar unit was utilized several times during 2009 with successful outcomes.

### TRAFFIC ENFORCEMENT / TACTICAL UNIT

The Monroe County Sheriff's Office Traffic Enforcement / Tactical Unit are a specialized unit with in the Special Operations Section. The Traffic Enforcement / Tactical Unit's (TEU) primary mission is traffic enforcement, along with Commercial Vehicle enforcement, with an emphasis on DWI enforcement. The unit is additionally called upon to support the road patrol in various special events, details and patrol support. The unit concentrates its enforcement efforts in areas that have a history of fatal or serious injury motor vehicle accidents. The unit also responds to address traffic complaints throughout Monroe County that have been identified by the Zone Commander at citizen's requests. Due to their invaluable and dedicated efforts throughout Monroe County to combat drunk driving, the Traffic Enforcement Unit was presented with a Law Enforcement Appreciation Award by the Monroe County STOP – DWI Conference in 2009.



### COMMUNITY SERVICES UNIT

The Community Services Unit operates in the pursuit of promoting positive community relations, public awareness and reducing crime throughout the County of Monroe. This is accomplished by presenting programs that provide citizens with ideas, legal knowledge, statistics and suggestions about a variety of subjects such as traffic safety, crime trends, frauds, drugs and alcohol, etc.

These programs are designed to create partnerships between the Monroe County Sheriff's Office and the community. The Sheriff's Office provides services and resources to all citizens, businesses, and schools located in all the towns and villages throughout Monroe County. The Community Services Unit works closely with federal, state, and local government agencies as we pursue common goals that serve the interests of

all Monroe County residents, patrons, visitors and merchants. In 2009 the Community Services Unit delivered 1,213 presentations to 55,525 county residents.

The programs offered are listed below.

If you or your organization are interested in any of these programs please call 753-4762.

### COMMUNITY SERVICES UNIT PROGRAMS

Crime Prevention	Fireworks Safety
Auto Theft	Halloween Safety
Babysitter Safety	Bike Safety (rodeos)
Business Security	Crime Scene Mock-Up
Child Safety	Driver Education Classes
Home Security Survey	Senior Citizen Police Academy
Neighborhood Watch	Clergy Police Academy
Personal Safety	Home Repair Fraud
Robbery Prevention	Zone Substation Tours
Shoplifting	
Personal Safety (Adults)	<u>For Seniors:</u>
Violence in the Workplace	Frauds & Cons
Health Fairs	Home Security
Explorer Program	Personal Protection
Railroad Safety	Burglary Prevention
Fatal Accident Crash Training	DWI Prevention
Drug Awareness	<u>For Commercial:</u>
Child Safety Seat Checks	Business Security Survey
Identity Theft	Robbery Prevention
Career Talks	Shoplifting Prevention
Laws for Little People	F.A.I.R. Program



# JAIL BUREAU

## 2009 JAIL BUREAU REPORT

The Monroe County Sheriff's Office Jail Bureau is responsible for the care and custody of inmates confined by Monroe County, Village, Town and City Courts, the New York State Division of Parole, and inmates boarded in from outside agencies such as the U.S. Marshals, Immigration, and other counties. Staff provides security, prisoner transportation, medical care, inmate rehabilitation, record keeping, religious needs, visitation and other support activities. The Jail Bureau consists of three facilities, the downtown jail commonly referred to as MCJ, the Monroe Correctional Facility known as MCF, and the Rochester Psychiatric Center.

MCJ is designed to house approximately 1,100 inmates. Generally speaking, these inmates are either unsentenced or classified as high risk. The facility is centrally located downtown in close proximity to the County Court system, facilitating due process. MCF is designed to hold approximately 400 inmates. These inmates are generally sentenced, and are classified as low risk inmates. Inmates sentenced to weekend incarceration are generally housed here as well. The focus of rehabilitation and training occurs at this facility, preparing inmates for reintroduction into society with a goal of reduced recidivism.

The Jail Bureau drove efficiency in all services and looking forward, the Jail Bureau will continue to provide the community the best correctional system possible, balancing corrections needs with community needs. Critical analysis will continue looking for improvements in all processes. The 500 men and women of the Jail Bureau serve the community with pride, fulfilling the core values of Respect, Integrity, Teamwork and Excellence (R.I.T.E.)

### JAIL RECORDS

The Jail Records Unit is primarily responsible for inmate intake, release, local sentence calculation, court updates, fugitive extraditions, reporting and scheduling of New State Department of Corrections transfers and recording and reporting of the daily population count.

Jail records staff booked 13,364 individuals on 21,636 charges and processed paper work for 13,643 inmate releases in 2009. Over 750 state ready inmates and 612 parole violators were processed through the Jail Records Unit.

### INMATE VISITATION

The inmate visitation units at both MCJ and MCF coordinated over 47,000 visits in 2009.

A significant change was made to the jail visitation unit on September 15, 2009. In a joint venture between the Jail and Court Security Bureaus, the previous visitor entrance was locked and visitors began to use the Rochester City Court security entrance where they are screened before entering the building. The appointment window was moved to the outer lobby off the Plaza entrance, the visitation hours were adjusted to match Court Security business hours, and some adjustments to the number of contact visits were made.







Approximately 15,564 individuals were screened to enter the MCJ visitation lobby through the Court Security process from September 15th through December 30th. One firearm, 135 knives and razors, 9 handcuff keys and 100 other potential weapons were prevented from entering the jail visitation lobby. This successful endeavor was accomplished with minimal fiscal impact, and most importantly, has ensured a safe and secure environment for staff and visitors alike within the visitation lobby.

## PRISONER TRANSPORT

The Monroe County Sheriff's Office Prisoner Transport Unit is staffed with one sergeant, two corporals, and 38 deputies. Six cars, six vans, and one bus are assigned to the unit. The Prisoner Transport Unit primarily operates Monday through Thursday, 6:00 am until 8:00 pm, Friday, 6:00 am to 4:30 pm, and Saturday 6:00 am to 12:00 pm.

Deputies traveled approximately 209,412 land miles in 2009. Approximately 190 trips were made to state prisons, delivering 1,191 inmates. There were 56 out-of-state trips for inmate pick-ups and returns. Jail administration approved 36 inmate hospital and funeral visits. Over 1,950 inmates were taken into custody directly from the local courts. There were over 1,950 juveniles transported to Family Court.

## INMATE WORK PROGRAMS

There are two separate inmate work programs being the Saturday and Sunday Work Program and the Outside Work Program. The program staff consists of 6 deputies. Staff provides supervision, direction, meals, work clothing and equipment, transportation and access to medical care for inmates when needed. During the past year, outside details have been reduced, allowing the deputies to be shifted inside the jail on week days to help reduce overtime. The Outside Work Program currently has 2 buses, 2 vans, 1 flat bed truck and 1 pickup truck assigned to the unit.

### OUTSIDE WORK PROGRAM

YEAR	DAYS WORKED	TOTAL HOURS
2005	3,133	18,798
2007	2,500	15,000
2008	1,500	9,000
2009	1,300	7,800

## CHEMICAL DEPENDENCY-RE-ENTRY PROGRAM /EDUCATION/VOCATION

The re-entry programs at MCF and MCJ have undergone a vigorous process of continuous improvement this year based on an examination of other programs, periodic reviews of the research, and the cumulative experience of facility staff and community agency personnel. The core programs are presented in three clusters.

The Chemical Dependency – Re-Entry Program offers a number of groups and meetings to about half of the sentenced population at MCF. Additionally, assessments, transition groups and referrals are provided for those in the program as well as for a select group of minors at MCJ.



## CHEMICAL DEPENDENCY / RE-ENTRY PROGRAM

The Monroe Correctional Facility has operated a progressive and recognized Chemical Dependency Program since 1994, making this the oldest and most effective program of this type in the state. Currently, the Chemical Dependency/ Re-Entry Program is designed to provide intensive exposure to the skills necessary to recover from addiction where relevant, to facilitate improvements in functioning post incarceration, and to assure the most effective adjustment back to society upon release. Inmates with or absent significant substance use issues are welcomed into the program in order to make other improvements in character or skill development.

During 2009, 731 adult and minor male inmates received significant program services. During 2009, there were also 215 women released from MCF having completed the combined Chemical Dependency/ Re-entry programming as described above.

## EDUCATIONAL PROGRAMS AT MCF

There has been a long standing emphasis in corrections on providing educational services to inmates as a way to sustain a positive lifestyle when transitioning back to the community. Longitudinal research supports the efficacy of at least some basic educational programming in the reduction of criminal behavior post release. During the 2002 Rochester/ Monroe County Drug Summit, it was identified that the most prevalent characteristic of perpetrators of violent crime, as well as many victims of many of these crimes, was the lack of a high school diploma or the equivalent. Undeniably, a strong correlate of criminal behavior, the lack of basic education, is being addressed while persons are in custody at MCF and MCJ in a number of ways.

## VOCATIONAL PROGRAMS AT MCF

The vocational programs have continued this year in the three track model. Interested inmates choose an area of vocational interest or ability, and are then eligible to receive specialized training and development in that area. The tracks are Plumbing & Construction Skills Vocational Training Program, Food Service 100 Hour Certificate Program and the Rochester Landscape Technicians Program.

This year, the focus was on developing and upgrading the Plumbing and Construction track.



## REHABILITATION DEPARTMENT

Rehabilitation programs continue to be a part of the overall Jail operation; we have continued to integrate the wealth of resources our community offers into the day to day activity at the Jail.

I would like to thank the Rehabilitation Department Staff for their hard work and dedication in the delivery services and the administration and implementation of the programs.

- Monroe County Jail Education Programs
- Incarcerated Youth Education Program
- Rochester City School District counselors and teachers provide small group instruction to inmate between the ages of 16 and 21 years of age.

In 2009, 1,548 student/inmates received educational services in the program.





## FOOD SERVICE AND COMMISARY

### ARAMARK

Aramark completed the 6th year of its current food service contract with Monroe County, with additional one year renewal options available through December, 2013. The Aramark management continues to focus on its company's "OP X" program, which enables them to track information & focus on the critical control points & processes for each and every meal. Accuracy = quality meals, satisfied inmates and a safe and secure environment. Aramark has also implemented "OPS-101" which trains all front line associates in all aspects of the food service operation.

### COMMISSARY COMMISSIONS PAID

2006	2007	2008	2009
\$263,280	\$402,647	\$439,260	\$465,516

Aramark is also the contracted vendor for inmate commissary services, with 2009 completing the third year of a five year contract with five additional one-year renewal options. Funds are managed for inmates who either come in with money at the time of incarceration and/or have friends and family deposit money for them. The inmates are able to purchase a variety of items, such as candy and snack food, hygiene items, clothing and general merchandise. Commissions earned on commissary sales are deposited into a trust fund which is used to purchase items for the general welfare and rehabilitation of the inmate population, and include items and services related to religious, educational and counseling services and recreation programs.



# COURT SECURITY

The Monroe County Sheriff's Office Court Security Bureau is responsible for providing a safe and secure environment at the Hall of Justice and court occupied areas of the Monroe County Public Safety Building, Appellate Courthouse and Civic Center Complex. The Court Security Bureau consists of one hundred thirty-three (133) Deputy positions, nine (9) Sergeants, three (3) Lieutenants, and one (1) Bureau Chief. The Court Security Bureau is comprised of eight divisions:

- Weapon Screening Division
- Rochester City Court Division
- Supreme and County Criminal Court Division
- Family Court Division
- Supreme Civil Division
- Public Safety Building Division
- Appellate Division
- Integrated Security Management Division

Court Security Deputies are responsible for the physical protection of judges, court personnel, attorneys, witnesses, juries, and citizens who have business within the Monroe County Civic Center Complex and Appellate Division courthouse. There were 503,817 individuals screened when entering the Hall of Justice; 497,439 at the main entrance to the Hall of Justice and 6,378 at the Watts Building access to the Hall of Justice. These numbers do not include Attorneys, Police Officers and others who are allowed to by-pass the screening process on a daily basis. This year, the new entrance to Monroe County Jail Visits was opened within the Monroe County Public Safety Building and the PSB Division became responsible for screening all persons entering the facility for Jail Visits. This increased the number of individuals screened by thirty-three percent (33%).

Specific duties include:

- Weapon Screening at all courthouse entrances.
- Maintenance of order, decorum in courtrooms, waiting areas, and court premises
- Building patrols.
- Guarding, transporting, and isolating sequestered juries.
- Effecting arrests, remands, and confiscating contraband.
- Coordinating all emergency response including but not limited to, medical emergencies, fire alarms, and bomb threats, in court occupied areas.

Court Security Deputies are also responsible for judicial activities outside the Civic Center Complex such as the transportation of juries, hospital arraignments and hearings, transportation and escorts to crime scenes, Honor Guard details, naturalization ceremonies, and Monroe County Legislative meetings. The Court Security Bureau also has Deputies assigned to Staff Services, working in the Standards and Compliance Unit and Training Unit.

## 2009 YEAR IN REVIEW

The Court Security Bureau welcomed thirteen (13) new employees during 2009, including a new Bureau Chief and the twelve (12) Deputies of Recruit Class #11. Four (4) Deputies also retired from service during the calendar year. In addition to these staffing changes, the Bureau also enjoyed several new security enhancements through equipment purchases and procedural improvements. These include, but are not limited to, the installation of additional surveillance cameras, additional firearms lockers, enhanced search procedures, and the new entrance for Jail Visits via City Court. Bureau





personnel were also exposed to a large variety of training and personnel development opportunities throughout the year. These highlights and many other Bureau activities were in keeping with the Vision of the Court Security Bureau, "... to set the standard for all law enforcement agencies serving the judicial system, by leading the way in professional development through accreditation, enhanced training, and state-of-the-art equipment. All of our energy will be devoted to providing the safest and most secure court environments possible."

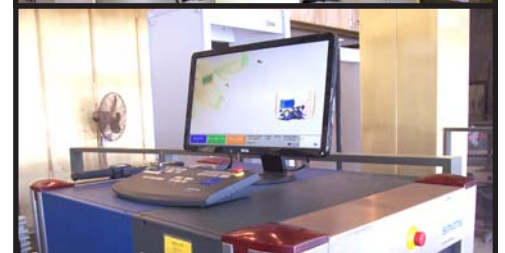
## 2009 INCIDENTS AND ARRESTS

Arrests			
Criminal Contempt	5	Resisting Arrest	2
Disorderly Conduct	12	Trespass	1
Harassment	1	Turnover Arrest	14
Drug Charges	2		
Miscellaneous Incidents			
Bomb Threat	1	Fire	1
Disturbance	7	Recovered Property	3
Fire Alarm	3	Suspicious Mail	1
Judicial Threat	5	Suspicious Persons	2
Missing property	10	Confiscated Property	72
Quantity	Description		
576	Firearms		
3470	Knives		
563	OC/ASR		
66	Razors		
764	Scissors		
62	Drug Paraphernalia		
764	Other Weapon		
3982	Other Contraband		

## CERTIFIED FIRST RESPONDERS

The Court Security Bureau has twenty (21) Certified First Responders who respond in case of a medical emergency within any of the facilities where Deputies provide court security services. Our Certified First Responders answered 106 medical calls in 2009. The medical incidents responded to ranged from general illness to cardiac issues. The nature and number of the medical incidents for 2009 were:

Anxiety	5	ASR Spray	2
Allergic Reactions	2	Pain	26
Blood Pressure	1	Pregnancy	2
Cardiac	9	Seizure	5
Diabetic Condition	2	Slip and Fall	5
Fainting / Dizziness	23	Respiratory / Asthma	15





# CIVIL BUREAU

## CIVIL BUREAU OVERVIEW

The Civil Bureau staff consists of eight sworn deputies and five civilians who are overseen by the Bureau Chief.

The Monroe County Sheriff's Civil Bureau is an agency that aggressively seeks and develops partnerships with the community to satisfy their need for delivery of quality enforcement and service of process.

The Civil Bureau is the sole entity in Monroe County that has jurisdiction in all Monroe County Courts. As such, we have statutory authority to act as the enforcement officer for all court within the County of Monroe.

The Civil Bureau's responsibilities fall within two distinct areas; the Service of Process and Enforcement. The service of process could include but is not limited to the service of summons, subpoena's, petitions and orders. Executions could include, but are not limited to Evictions, Income Executions, Property Executions, Seizures, and Warrants of Civil Arrest. All deputies are highly trained and motivated, and are Police Certified.

Below, you will find a general explanation of some of the work the Civil Bureau performs.

### EXECUTIONS

In general, the purpose of an execution is to enforce a creditor's money judgment. The type of property possessed by the judgment debtor and sought by the judgment creditor will determine the type of execution used. In general, executions fall into two categories, Income Executions and Property Executions.

### INCOME EXECUTION

This instrument, commonly referred to as a wage garnishment, is used to satisfy a money judgment from the debtor's earnings. This is done in two separate stages after you obtain a judgment in court.

### PROPERTY EXECUTION

The property execution is an instrument whereby a judgment creditor "can stand in the shoes" of a judgment debtor. The judgment creditor has obtained a judgment from a court, and looks to obtain property, either tangible or non-tangible, of the judgment debtor to satisfy the debt. The type of property the judgment debtor has and the judgment creditor would like to obtain dictates the method or type of property execution utilized.

### EVICCTIONS

Warrants of Eviction address the Sheriff as the enforcement officer. Once the Warrant of Eviction is delivered to the Sheriff, he will produce the Notice of Eviction. This is the Sheriff's notice whereby he informs the renter of the date and time the eviction is to commence. The Sheriff must serve this and the warrant of eviction on the renter, and at least 72 hours notice needs to be given prior to the eviction. All warrants of evictions must be conducted between sunrise and sunset. Prior arrangements need to be made by the landlord for locksmiths and moving companies at the time of the eviction. The eviction can not be considered perfected until all people and personal property are removed from said premises. Personal property must be stored off site, and can not be placed curbside. Reasonable care must be taken to protect the property. This protects all parties involved. Throughout this process, the tenant has a right to his/her personal property. Denying access to this could result in the landlord being charged criminally.

## Civil Bureau Stats

Civil Arrest Warrant	60
Citation	27
Contempt Order	11
Eviction	189
Grand Jury Subpoena	19
Income Executions	8,956
Notice Of Motion	85
Notice Of Petition	27
Order of Protection	233
Order of Seizure	420
Property Executions	562
Order To Show Cause	115
Subpoena	314
Summons	1,852
Summons and Complaint	445
Summons with Notice	99
Summons/Divorce	238
Writ of Assistance	- 0"
Inability To Serve	797



## CIVIL HIGHLIGHTS

The Monroe County's Sheriff's Civil Bureau experienced significant growth for services in 2009. Increased volume of more than 25% totaling 14,449 process and enforcement actions made it an extremely demanding year for our Deputies and Civilian employees. Collections grew to \$7.7 Million while bureau revenue grew 12.5% reaching \$863,826. Every Sworn and Civilian member in the bureau worked together as a team, delivering a consistent, timely and superior level of service to the community.

The Civil Bureau became the 13th such bureau in New York State to achieve accreditation. This was a very proud moment for the Sheriff's Office successfully meeting all requirements and standards audited for compliance by a team of impartial assessors. On October 8th, 2009 Sheriff O'Flynn accepted the formal accreditation award from New York State Sheriff's Association Director Peter Kehoe.

The Civil Bureau continued active participation in NYSSA conferences and Civil Schools which are both beneficial in keeping abreast of proper application of State laws.

Civil Deputies made Monroe County a safer place to live through the apprehension of 92 individuals with outstanding warrants for Civil, Traffic, and Criminal warrants. Orders of protection were served on 233 individuals, in many cases requiring firearms seizures and removal of defendants from cohabitated residences. Multi-Bureau effort between the Civil Bureau and Joint Terrorism Task Force (JTTF) continued to provide valuable insight into potential terrorist activity.

In retrospect, there were no incidents of on-duty injuries or subject management. Deputies continued to embrace the principles of Respect, Integrity, Teamwork and Excellence as primary drivers in achieving compliance to court enforcement activity.

With increased growth in unemployment and consumer debt, 8,856 income executions were served upon individuals and employers representing an unprecedented annual growth of 50%. Evictions were completed at 189 business and residential locations throughout Monroe County. The outstanding performance of the Civil Bureau proudly continued to follow the path of excellence, professionalism and dedicated service to the Office of the Sheriff, Judicial System, and taxpayers of Monroe County.



Chief Carpino, Steve Brown, Sheriff O'Flynn, Undersheriff Caiola (ret.) and Thomas Mitchell

# STAFF SERVICES BUREAU

## STAFF SERVICES REPORT

2009 marked the fifth full year that the Staff Services Bureau has conducted business as an independent bureau under Sheriff O'Flynn's re-organization plan of August 2004. The Staff Services Bureau is charged with administrative functions with multi-bureau responsibility. The Staff Services Bureau has numerous tasks and responsibilities that provide critical support to the operational components of the other four bureaus. Cooperation among all bureaus is a necessity for the success of not only Staff Services but the other four bureaus and ultimately the entire Office of Sheriff.

As you will see in the documents to follow, there is a tremendous amount of work that is accomplished by the dedicated men and women of the Staff Services Bureau. I believe this document will show the importance of the work done on a day to day basis

by the members of the Staff Services Bureau and how that work is critical to the success of the Sheriff's Office. I am honored and proud to work with the men and women of the Staff Services Bureau and I commend each of them for an outstanding year. The Monroe County Sheriff's Office core values of Respect, Integrity, Teamwork and Excellence are exhibited by the members of the Staff Services Bureau throughout the pages of this report.



### AWARDS COMMITTEE OVERSIGHT AND AWARDS CEREMONY:

The Staff Services Bureau is responsible for overseeing the Sheriff's Awards Program. The awards committee meets periodically to discuss and review award submissions. Additionally, the awards committee plans the annual ceremony. The seventh annual awards luncheon was held on September 17, 2009 and was attended by 200 people. During the luncheon, there were fourteen awards presented by the Sheriff and Undersheriff. The awards luncheon and program were funded by the police and jail unions, ticket sales and a commemorative pen designed by Quartermaster Todd Allen.

### CIVIL SERVICE AND COUNTY HUMAN RESOURCES LIAISON:

The Staff Services Bureau is the liaison with County Civil Service and coordinates the need for entry level sworn examinations for all bureaus, processes all new sworn hires and all promotional paperwork. Qualifications and job descriptions are routinely reviewed to ensure the positions are commensurate with the skill set of the needed workforce.

The Staff Services Bureau Chief and command officer interact with civil service on an almost daily basis to ensure the integrity of the civil service process both in entry level positions as well as promotional processes.

In 2009, the Sheriff's Office had entrance exams for all four bureaus – Civil, Court, Jail and Patrol. 674 people signed up for the Civil Bureau exam, 1,051 signed up for the Court Bureau exam, 738 signed up for the Jail Bureau exam and 1,249 signed up for the Police Bureau exam. The Sheriff's Office also held a test for the position of part-time deputy sheriff where we had 450 people sign up for the exam. The Sheriff's Office spent over \$15,000.00 in advertising for these five examinations in order to attract a diversified group of applicants.



#### **PROMOTIONAL PROCESS MANAGEMENT:**

The Staff Services Bureau Chief is charged with managing the Sheriff's Office promotional process. The Bureau Chief and the command officer work closely with civil service in identifying those promotional positions that need to be tested. Once a position has been identified for competitive examination, Staff Services contacts Doctor Nancy Abrams. Dr Abrams is a paid consultant who develops the examinations in conjunction with Staff Services. Dr. Abrams is responsible to ensure that the promotional process is fair and impartial and represents the needed skills for the promotional position.

In 2009, Staff Services conducted the following promotional exams:

Police – Captain	Jail – Lieutenant
Police - Lieutenant	
Police – Investigator/Sergeant	
Police - Sergeant	

#### **CONCLUSION:**

2009 was a very busy and productive year for the Staff Service Bureau. The year was filled with many challenges and changes.

Due to budget constraints, training was significantly reduced, yet the staff was still able to meet all accreditation mandates. The budget outlook for 2010 will require us to meet training mandates in much the same way as we did in 2009.

In 2009, Fifty-five (55) people left the Sheriff's Office due to retirements, resignations or terminations. The recruitment staff worked tirelessly on filling all of these voids in order to maintain adequate staffing levels.

The men and women who work in Staff Services are dedicated members of the Sheriff's Office who work diligently to provide the needed support services to the other four bureaus. They are proud of the accomplishments of 2009 and are ready to face the challenges of 2010.

For more information visit our website at:

**[WWW.MONROECOUNTYSHERIFF.INFO](http://WWW.MONROECOUNTYSHERIFF.INFO)**







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Patrick M. O'Flynn  
SHERIFF

William E. Sanborn  
UNDERSHERIFF

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